

1 JUNE 1998

Personnel



RETIREE ACTIVITIES PROGRAM (PA)

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the SAF/AAD WWW site at: <http://afpubs.hq.af.mil>. If you lack access, contact your Publishing Distribution Office (PDO).

OPR: HQ AFPC/DPPT (Mr. Bruce O. Creller)
Supersedes AFI 36-3106, 20 May 1994

Certified by: HQ AFPC/DPP (Col Gary R. Blum)
Pages: 7
Distribution: F

This instruction implements Air Force Policy Directive (AFPD) 36-31, *Personal Affairs*. It sets procedures for the Retiree Activities Program and provides guidance for Retiree Activities Offices operating on and off active duty facilities. It applies to all retirees and their family members, and surviving spouses, as well as to paid and volunteer personnel who support retiree activities. This publication is affected by the Privacy Act of 1974, Title 10, United States Code (U.S.C.), Section 8013, and Executive Order 9397. System of Records Notice F036 AF PC C, *Military Personnel Records System*, provides the authority to collect data prescribed in paragraph 3.3.1 of this instruction. Process supplements that affect any military personnel function as shown in Air Force Instruction (AFI) 33-360, volume 1, *Publications Management Program*. HQ AFPC/DPPT must coordinate on all supplements to this publication.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed. This instruction changes office symbols and addresses of certain agencies; eliminates the requirement to appoint a general officer as Chairperson of the Air Force Retiree Council; deletes use of prescribed form (AF Form 986, **AF Retiree Activities Program Certificate of Appreciation**); eliminates requirements for commanders of major commands to establish Retiree Activities Volunteer recognition programs; establishes the authority for the Air Force Retiree Council Chairperson to remove a council member for cause (paragraph 2.8.); realigns council areas (paragraph 3.2.); establishes frequency of area representative visits to bases (paragraph 3.4.3.); establishes a suspense for submitting issues for the Air Force Retiree Council to consider at its annual meeting (paragraph 3.4.6.); furnishes more definitive guidelines for establishing a Satellite Retiree Activities Office (SRAO) (paragraphs 3.4.7. and 6.2.); establishes methods of communicating with Retiree Activities Offices (RAO) (paragraph 5.2.4.); establishes the requirement for the installation vice commander to serve as the installation's RAO Coordinator (paragraph 7.1.2.); defines coordination procedures for newsletters (paragraphs 7.3. and 7.5.1.); furnishes specific guidelines for maintaining reference files (paragraph 7.5.2.); and establishes more specific guidelines for the distribution of the **Afterburner**, USAF News for Retired Personnel and for the Roster of USAF Retired General Officers

(paragraphs 9. and 10.). The star (|) preceding the title indicates a major revision from the previous edition.

Section A— Air Force Retiree Council

1. Air Force Chief of Staff (USAF/CC). Appoints the Chairperson of the Air Force Retiree Council. Normal tour is four years but it may be changed at the Chief of Staff's discretion.

2. Air Force Retiree Council Chairperson. Manages the Air Force Retiree Council, which meets at least once a year. The address is HQ AFPC/CCU, 550 C Street West, Suite 11, Randolph AFB TX 78150-4713. The chairperson:

- 2.1. Recommends actions on retiree matters to USAF/CC.
- 2.2. Reports directly to USAF/CC at least once a year, usually immediately after the annual meeting of the council.
- 2.3. Maintains liaison with the Commander, Air Force Personnel Center (AFPC) and the Chief of AFPC's Retiree and Transition Programs Division (DPPT).
- 2.4. Participates in Retiree Appreciation Day activities at various bases.
- 2.5. Visits Retiree Activities Offices (RAOs) on active and Reserve installations and Satellite Retiree Activities Offices (SRAOs) on other than active facilities, and meets installation commanders.
- 2.6. Submits appropriate retiree concerns to the Air Force Deputy Chief of Staff/Personnel (AF/DP) for further submission to the Air Force Morale, Welfare and Recreation (MWR) Advisory Board.
- 2.7. Solicits nominations for and selects area representatives for the Air Force Retiree Council. May appoint members at large as deemed appropriate.
- 2.8. May remove any area representative from the Air Force Retiree Council who, in the opinion of the council chairperson, fails to fulfill the duties and responsibilities of the position.
 - 2.8.1. May appoint replacement to complete an unexpired term.
 - 2.8.2. May extend an area representative beyond the normal tour.
- 2.9. Recognizes individuals who have made significant contributions to the Retiree Activities Program.

3. Council Membership. Council members usually serve one 4-year term. The Council consists of centrally selected Air Force retiree volunteers who serve as the Air Force Chief of Staff's personal liaison with the Air Force retiree community, including:

- 3.1. One retired member who serves as chairperson.
- 3.2. One retiree representative for designated geographical areas and one or more members at large as determined by the needs of the Chairman. Geographical Areas are: Area I--Idaho, Montana, Oregon, and Washington; Area II--California; Area III--Arizona and New Mexico; Area IV--Colorado, Nevada, Utah, and Wyoming; Area V--Iowa, Minnesota, Nebraska, North Dakota, South Dakota, and Wisconsin; Area VI--Texas; Area VII--Arkansas, Kansas, Missouri, and Oklahoma; Area VIII--Illinois, Indiana, Kentucky, Michigan, Ohio, and West Virginia; Area IX--Alabama, Louisiana, Missis-

issippi, and Tennessee; Area X--Florida; Area XI--Georgia, North Carolina, South Carolina and Virginia; Area XII--Delaware, District of Columbia, and Maryland; Area XIII--Connecticut, Maine, Massachusetts, New Hampshire, New York, New Jersey, Pennsylvania, Rhode Island, and Vermont; Area XIV--Pacific Region (includes Alaska); Area XV--Atlantic Region.

3.3. Volunteering for the Council:

3.3.1. Applying. When a vacancy occurs in their geographical area, retirees who wish to represent a particular area submit an application to the commander of the nearest Air Force installation. The commander endorses the application and forwards it to HQ AFPC/DPPT. The application contains the applicant's name; retired grade; Social Security number; address; council area for which applying; highlights of service career; activities since retirement, including civic activities; all employment since retirement; reasons why interested in being a council member; and what the applicant would like to accomplish as a council member.

3.4. Council Members:

3.4.1. Help the Air Force improve the Retiree Activities Program.

3.4.2. Keep abreast of programs and policies that affect the retiree community and inform retirees of same.

3.4.3. Keep in touch with retirees in their geographical area. Visit each RAO and SRAO at least annually to monitor programs and ascertain support is adequate.

3.4.4. Write staff visit reports and submit copies to the agency visited, the installation RAO coordinator and HQ AFPC/CCU.

3.4.5. Project required administrative assistance and funding requirements on an annual basis and furnish to the installation commander of the support base. Works with the installation RAO coordinator to obtain necessary TDY orders and supplies.

3.4.6. Suggest topics and positions on retiree issues for annual council meetings no later than 15 Aug of each year.

3.4.7. Confer with installation commanders on local retiree programs including: retiree support of base activities; RAO funding and facilities; need for establishment of an SRAO and support of the SRAO once established to include planning assistance for relocations necessitated by base closures or realignment and identification of assets to support the continuing Air Force Retiree Activities mission off station.

3.4.7.1. Coordinates with HQ AFPC/DPPT to ascertain that HQ Air Force Personnel Center can furnish the same support to the new SRAO as afforded to other RAOs and SRAOs.

3.5. HQ AFPC/DPPT:

3.5.1. Is the Office of Primary Responsibility (OPR) for the Air Force Retiree Council.

3.5.2. Provides executive and administrative support to the Chairperson and members of the Air Force Retiree Council.

3.5.3. Hosts annual Council meeting.

3.5.4. Issues recall and travel orders and budgets for Air Force Retiree Council members to attend the annual Council meeting. Use of O&M funds is authorized for appropriate travel and transpor-

tation allowances. Pay of council members for the period of the conference, which is the difference between their retired pay and active duty pay, comes from military personnel appropriations.

3.5.5. Acts as liaison between the Council and Air Force agencies. Also provides an interface between AF Reserve and Guard units regarding establishment of SRAOs on their respective installations.

3.5.6. Keeps council informed about retiree issues.

3.5.7. Publicizes council vacancies and announces selections.

Section B— Retiree Activities Program

4. Office of the AF/DP. Oversees retiree activities. Submits appropriate retiree agenda items to the Air Force MWR Advisory Board from the Chairperson of the Air Force Retiree Council.

5. AFPC Commander:

5.1. Determines programs required to support and inform Air Force retired personnel.

5.2. The HQ AFPC/DPPT Chief:

5.2.1. Oversees day-to-day management of the Retiree Activities Program.

5.2.2. Ensures that retirees receive the same respect and courtesy shown to active duty members by informing active duty members: that retirees will be addressed by their retired grade (except for those currently employed by Civil Service); to include the retiree's grade on all official records, membership cards, or appointment slips that show the retiree's name; to address retirees by their retired grade in official correspondence. For example: Captain Billy E. Turner, USAF, Retired, followed by the address, then "Dear Captain Turner."

5.2.3. Provides advice and consultation to installation RAO coordinators and RAO and SRAO directors.

5.2.4. Ensures the Air Force Retiree Council Chairperson, Council members and RAO and SRAO directors are up-to-date on matters affecting retirees.

5.2.4.1. Disseminates critical information immediately to RAOs and Council members.

5.2.4.2. Prepares a quarterly information package, including news items that can be used in local newsletters, for dissemination to RAOs.

5.2.4.3. Distributes an annual USAF Retiree Activities Directory listing the names, addresses and telephone numbers of RAOs and SRAOs; similar information on installation RAO coordinators; ZIP code areas of responsibilities; retiree statistics including retiree and survivor populations by states and bases. The directory may also include information on other services' retiree activities that may benefit Air Force RAOs and SRAOs. Distribution is one to each Air Force Retiree Council member, RAO and SRAO and other agencies serving Air Force retirees as deemed appropriate by the Chief, HQ AFPC/DPPT.

5.2.4.4. Provides mailing labels to RAO directors requesting them for newsletters and other official mailings as deemed appropriate by the Chief, HQ AFPC/DPPT. Ensures the correct procedures are made available to RAOs who desire to use Personnel System Management

(PSM) method to download retiree addresses.

6. MAJCOM Commanders:

- 6.1. Implement the Retiree Activities Program at bases under their command.
- 6.2. Ensure program compliance and support for SRAOs operating in the areas of MAJCOM responsibilities, and ensure Air Force Retiree Council members who depend on their bases for support receive adequate financial and administrative funds to support council responsibilities.

7. Base Level. The RAO is the focal point of the Retiree Activities Program and its success depends on the support of:

7.1. The Installation Commander:

- 7.1.1. Appoints a retiree as director of the RAO.
- 7.1.2. Appoints the installation vice commander as the installation RAO coordinator. The installation RAO coordinator maintains regular contact with the RAO director and provides liaison between the active duty staff and the RAO director.
- 7.1.3. Approves RAO funding requests.
- 7.1.4. Furnishes necessary facilities, administrative assistance, and funding to support an RAO.
- 7.1.5. Supports SRAOs as appropriate.
- 7.1.6. Appoints retirees as members of advisory councils (commissary, clubs, etc.) on the recommendation of the RAO director.
- 7.1.7. Ensures RAO director submits *one* nomination for Volunteer of Year recognition to HQ AFPC/DPPT, 550 C Street West, Suite 11, Randolph AFB TX 78150-4713.
- 7.1.8. Ensures Air Force Retiree Council member depending on the base for support receives adequate financial and administrative assistance to support the council member's mission.
- 7.1.9. Hosts an annual Retiree Appreciation Day or retiree seminar. Such events offer excellent opportunities to brief retirees and family members on medical, pay, and benefits affecting them.
- 7.2. Communications and Information Officer (CI) guides and assists RAOs on mailing, and reprographic services, including publishing the newsletter and other administrative matters.
- 7.3. Installation Public Affairs Office (PA) advises and assists on all retiree-related public affairs matters. Reviews RAO newsletters before publication. Publicizes retiree activities.
- 7.4. RAO director supports the commander. Directs and manages the RAO.
 - 7.4.1. Publishes an RAO newsletter if resources are available. Uses local information and information furnished from HQ AFPC/DPPT that affects or would be of general interest to the local retiree community which consists of retirees, family members, and surviving spouses of retirees. Coordinates newsletter with, at a minimum, the local PA Officer and the Staff Judge Advocate.
 - 7.4.2. Maintains a file or library of pertinent information including, but not limited to this directive, copies of past issues of the *Afterburner*, USAF News for Retired Personnel and the quarterly information letter disseminated by HQ AFPC/DPPT.

7.4.3. Solicits volunteers to work in the RAO and to participate in other programs supported by the Retiree Activities Program.

7.5. RAO Volunteers:

7.5.1. Support the RAO director.

7.5.2. Comply with all pertinent instructions including those on correspondence, coordination, "Standards of Conduct," conflicts of interest, and the Air Force Privacy Act Program.

Section C— Other

8. Air Force Team. This group is the Air Force liaison for the Air Force Village (AFV), Air Force Enlisted Men's Widows and Dependents Home (AFEWH), and the General and Mrs. Curtis E. LeMay Foundation. The team serves in an advisory and consultant capacity.

8.1. The Air Force Team includes:

8.1.1. The Deputy Chief of Staff/Personnel (AF/DP), chairman.

8.1.2. The Civil Engineer (AF/ILE).

8.1.3. Deputy Assistant Secretary of the Air Force/Budget (SAF/FMB).

8.1.4. The Surgeon General (AF/SG).

8.1.5. The Judge Advocate General (AF/JA).

8.1.6. Secretary of the Air Force, Office of Public Affairs (AF/PA).

8.2. Air Force Working Team. A working level team (membership appointed by each senior team member) regularly meets with the managers of the AFEWH, the AFV, and the General and Mrs. Curtis E. LeMay Foundation.

8.2.1. The AFPC Director of Personnel Program Management (DPP) is the working team chief who updates senior team members through AF/DP as required.

8.2.2. Write to the Air Force Working Team at HQ AFPC/DPPT, 550 C Street West Suite 11, Randolph AFB TX 78150-4713.

9. Afterburner, USAF News for Retired Personnel. The *Afterburner* is the Air Force publication that informs the Air Force retiree community about privileges, benefits, and changes in laws and policies that affect them. HQ AFPC/DPPT publishes the *Afterburner* at least 3 times a year (January, May, and September). It automatically goes to members of the Air Force retiree community including retirees and surviving spouses receiving an Air Force annuity. If requested, the *Afterburner* may be sent to surviving spouses of Air Force retirees who do not receive an Air Force annuity. It is also sent to certain Department of Defense and civilian agencies and individuals whom the Chief, HQ AFPC/DPPT feels need the information to serve members of the Air Force retiree community.

10. Roster of USAF Retired General Officers. HQ AFPC/DPPT publishes an annual roster of retired general officers. The Air Force provides one copy to each Air Force retired and active duty general officer and one to each Air Force agency approved by the Chief, HQ AFPC/DPPT. The roster is for offi-

cial use only. Extra copies are not maintained and requests received after printing requirements are established for the current report will be held for consideration for the next roster.

MICHAEL D. McGINTY, Lt General, USAF
DCS/Personnel